



Council Policy

Policy Title: Public Member Appointees to Boards, Commissions and Committees COVID-19 Vaccination
Policy Number: CP2021-06
Report Number: C2021-1558
Adopted by/Date: Council / 2021 November 15
Effective Date: 2021 November 22
Last Amended: N/A
Policy Owner: City Clerk's Office

1. POLICY STATEMENT

1.1 Vaccination Requirements

- 1.1.1 In-Person Contact with City Employees: Effective December 15, 2021 and onward, all Public Members appointed by Council to Boards, Commissions or Committees (BCCs) must be Fully Vaccinated or obtain a negative COVID-19 Test within the last 72 hours prior to any Sustained In-Person Contact with a City employee at a City worksite.
- 1.1.2 In-Person Contact with Others, including Citizens and other Public Members: Council reserves the right to require that any Public Members appointed by Council to BCCs be Fully Vaccinated or obtain a negative COVID-19 Test within the last 72 hours in other circumstances beyond that described in paragraph 1.1.1, in which case the Public Member will be notified.

1.2 Proof of Compliance

- 1.2.1 By December 15, 2021, all existing Public Members must provide a written declaration that they will comply with the Vaccination Requirements set out in paragraph 1.1.1.
- 1.2.2 For any appointments made subsequent to December 15, 2021, Public Members must provide a written declaration within 15 days of their appointment;
- 1.2.3 Public Members appointed by Council to BCCs who do not comply with the Policy will be subject to consequences up to and including the revocation of the Public Member's appointment by Council.

2. PURPOSE

- 2.1 The purpose of this Council policy (the "Policy") is to provide the foundation for Calgary City Council to implement a COVID-19 vaccination Policy for Public Members appointed by Calgary City Council to BCCs to protect City employees working alongside Public Members of BCCs.
- 2.2 This Policy is designed to prescribe the ongoing requirement that Public Members be fully vaccinated or obtain a negative COVID-19 Test within the last

72 hours prior to any Sustained In-Person Contact with a City employee at a City worksite. This will minimize serious illness and severe outcomes related to the spread of COVID-19, while also minimizing workplace disruption.

- 2.3 As the COVID-19 situation evolves, the Policy will be reviewed and amended or rescinded as necessary. Any review and amendment or rescindment will be considered at the same time as the Administration *COVID-19 Contractor and Volunteer Vaccination Policy*.

3. **DEFINITIONS**

For the purposes of the Policy, the following terms will have the following meanings whenever they are in Title Case, but where the words appear without Title Case its common meaning in the English language is intended:

- a. "Ad Hoc" means a body that is created for a particular or short-lived purpose, meeting only when needed or necessary.
- b. "Administrative Tribunal" means an independent quasi-judicial body that conducts hearings on individual cases, issues written decisions, is governed by the rules of administrative law and whose Members are appointed by Council.
- c. "Administration Resource" means a City of Calgary employee who is assigned as a subject-matter expert or administrative support to a BCC.
- d. "Boards, Commissions and Committees" ("BCCs") means a City or External Board, Commission or Committee to which Council makes one or more appointments.
- e. "Business Revitalization Zone" and "Business Improvement Area" means a Business Revitalization Zone or a Business Improvement Area established under the Municipal Government Act, RSA 2000, c M-26.
- f. "COVID-19" means the illness caused by the SARS-CoV-2 coronavirus, including all variants.
- g. "COVID-19 Test" means a Health Canada approved rapid antigen test or lab-based polymerase chain reaction (PCR) test approved by Health Canada or the lab accreditation body of the jurisdiction in which the test is performed.
- h. "COVID-19 Vaccine" means a COVID-19 vaccination series authorized by Health



Canada.

- i. “Fully Vaccinated” means a person having obtained all required doses of a COVID-19 Vaccine and 14 calendar days have elapsed following the final dose.
- j. “Public Member” means an individual who has been appointed to a BCC by Council who is not a Member of Council or City of Calgary Administration representative.
- k. “Standing Specialized Committee” means a Committee of Council as established Under Bylaw 35M2017, *The Procedure Bylaw*.
- l. “Sustained In-Person Contact” means in-person contact for 15 minutes or longer (calculated on a cumulative basis) within a 24-hour period.
- m. “Wholly-Owned Subsidiary” means a corporation of which The City of Calgary is the sole shareholder.

4. APPLICABILITY

4.1 This Policy applies to Public Members appointed by Council to serve on the following classifications of Boards, Commissions and Committees (as described in Council policy CP2016-03, *Governance and Appointments to Boards, Commissions and Committees*):

- Ad Hoc BCCs
- Administrative Tribunal BCCs
- Advisory BCCs
- External BCCs
- Interest Group BCCs
- Oversight/Regulatory BCCs
- Partner BCCs
- Review BCCs
- Standing Specialized Committees
- Wholly-Owned subsidiaries or other controlled corporations
- Working-Group/Task Force BCCs

and includes all Public Members appointed by Council to sub-committees of these committees.

4.2 This Policy does not apply to Business Revitalization Zones and Business Improvement Areas.

5. LEGISLATIVE AUTHORITY

5.1 The Policy will be applied in accordance with the *Municipal Government Act*,



the *Occupational Health and Safety Act* and the *Alberta Human Rights Act*.

6. PROCEDURE

- 6.1 Public Members
 - 6.1.1 Public Members of BCCs are responsible for ensuring ongoing compliance with paragraph 1.1 and must continue to adhere to all other COVID-19 health protection measures as required.
- 6.2 Administration Resources
 - 6.2.1 Administration Resources supporting a BCC will receive a written declaration from the Public Members attesting that the Public Members will comply with the vaccination requirements set out in paragraph 1.1.
- 6.3 City Clerk’s Office
 - 6.3.1 The City Clerk’s Office will receive signed declarations from Administration Resources for retention on behalf of the BCCs.
- 6.4 The Policy will be available online, and can be viewed by any interested citizen prior to making an application for a Council appointment to a Board, Commission or Committee.

7. SCHEDULE(S)

Schedule A – Sample Vaccination Declaration for Public Member Appointees to Boards
Commissions and Committees

8. AMENDMENT(S)

Date of Council Decision	Report/By-Law	Description
None		

9. REVIEW(S)

Date of Policy Owner’s Review	Description
None	



Schedule A – Vaccination Declaration for Public Member Appointees to Boards Commissions and Committees

Declaration of Compliance with the Public Member Appointees to Boards, Commissions and Committees COVID19 Vaccination Policy CP2021-06 ("the Policy")

Unless otherwise defined or the context otherwise required capitalized terms used in this Declaration shall have the same meaning as defined in the Policy.

Initials	Declaration
	1. The undersigned Public Member hereby declares, represents and warrants that the Public Member has received and reviewed a copy of the Policy, and that, on an ongoing basis the Public Member will comply with the Policy
	2. The undersigned Public Member further declares, represents and warrants that the Public Member will be Fully Vaccinated or will obtain a negative COVID-19 Test within the last 72 hours prior to any Sustained In-Person Contact with a City employee at a City worksite. ["Sustained In-Person Contact" is defined as 15 minutes or longer (calculated on a cumulative basis) within a 24-hour period]
	3. The undersigned Public Member further declares, represents and warrants that the Public Member understands that violations of the Policy by the Public Member will be subject to consequences up to and including revocation of the Public Member's appointment by Council
	4. The undersigned Public Member consents to the use of electronic signatures and agrees that this Declaration may be signed, delivered, and retained electronically, and that the electronic signature of the Public Member legally binds them to the terms of this Declaration.

Name of Board, Commission or Committee (BCC):

Date:

Public Member Name (Print):

Signature:

Personal information in this Declaration is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act (Alberta)* for the purpose of administering the Policy and ensuring compliance with the Policy. For information concerning the privacy of the information collected, please contact the Policy & Governance Coordinator at the City of Calgary PO Box 2100, Stn M, Calgary, AB, T2P 2M5 403-268-4658 or BCCadministration@calgary.ca.